

Guidelines for Workshop Proposals

Workshops provide a forum for the exchange of ideas and results that is at the same time more focused and less formal than the main conference. Workshops typically consist of groups of between 15 to 30 researchers and practitioners, and last for one full day. All topics related to UML or other modeling languages are potential candidates for workshops. More specifically, workshops typically fall into the following categories:

- ◆ **A workshop may address a specific sub-area of UML in depth.**
Examples of such sub-areas include: modifications to UML, advanced automated tool support, extension mechanisms, constraint languages, formal semantics of UML, transformations of UML models.
- ◆ **A workshop may cover areas that cross over multiple sub-areas in computer science, software engineering and related fields.**
Examples of such areas include: process modeling with UML, process improvement with UML, management of projects with UML, software architecture with UML, teaching UML, requirements engineering, or aspect-orientation.
- ◆ **A workshop may focus on the applications and deployment of UML in areas such as telecommunications, e-commerce, mobile computing or real-time systems. Workshops reporting on industrial experiences are particularly welcome.**

Workshop topics are by no means limited to the examples mentioned above. However, in each case the proposed area is supposed to have enough impetus to yield new results that can be considered important and worth more detailed investigation.

What should a proposal look like?

Workshop proposals should be electronically sent in Postscript or PDF format. Please, use the “title of the workshop” as subject area, and identify the file with the proposal with the name of the contact person.

A workshop proposal should include the following information:

1. Name of the workshop.
2. Names and affiliations of the organizers, identifying **one primary** contact.
3. Abstract of the workshop with no more than 200 words, including its major topics, goals and expected outcomes.
4. Motivation: relevance of the workshop to UML community; references to other workshops organized by those proponents at UML or related conferences. Is the workshop intended as a continuation of other workshops?
5. The desired, minimum and maximum number of workshop participants. Explain why this workshop should attract sufficient participants.
6. Requested Audio/Video equipment, room capacity and organization, and materials.
7. Workshops will be held on Monday (October 20) and Tuesday (October 21). Please indicate if you have a strong preference for one of these dates.
8. A preliminary version of the Call for Papers that the organizers must prepare if the workshop is accepted. This should address:
 - ◆ A brief overview of the proposed workshop including a description of the goals of the workshop and the work practices. May repeat some of the statements made on the abstract, but should be targeted specifically to potential workshop participants, providing some information about who should participate in the workshop.
 - ◆ Maximum number of participants; participant solicitation and selection process.
 - ◆ Workshop activities: this includes a schedule of activities the organizers plan for the workshop. Besides the expected format of the workshop, it may include pre and post workshop activities.
 - ◆ Important dates: deadline submission and acceptance/rejection notification dates. Note that authors of position papers should be informed about acceptance/rejection about two weeks before the early registration date.
 - ◆ References to previous workshops on the same/similar topic, including web sites, where participants may find additional information.
 - ◆ Organizers biography.

Proposal review and acceptance

The proposals will be reviewed and acceptance will be primarily based on an evaluation of the workshop's potential for generating useful results, relevance and expected level of interest in the topic, and the organizers' ability to lead a successful workshop.

Organizers of accepted workshops will be requested to prepare a web page that will contain the latest information about the workshop. The URL of each workshop will be added to the UML 2003 workshop web site.

Additional recommendations

- ◆ Workshop organizers should foster the creative potential that is tentatively present in a workshop.
- ◆ Remember that a workshop is NOT a conference!
- ◆ Ideally, the number of workshop participants ranges from 15 up to 30.

Time allocation

- ◆ The success of a workshop depends greatly on the results generated on-site. Consequently, enough time should be reserved for collaborative work during the workshop.
- ◆ Such creative sessions should have a precise topic and goal. The results of such sessions are fundamental if you want to produce any post-workshop results, such as a report.

Reasonable expectations

- ◆ The organizers should not count on people's instantaneous and proactive participation.
- ◆ For many reasons, participants tend to prefer a passive, consumer role to an active, producer role during a workshop.
- ◆ Thus pre-screened presentations, even formally reviewed papers, should usually precede any creative sessions.

Task forces

- ◆ Large groups tend to behave like an audience, whereas groups of four to eight people are much more likely to interact.
- ◆ When planning collaborative sessions, consider having several smaller groups rather than one large group in order to foster the generation of new ideas.

Presentation selection

- ◆ If you decide to allow presentations during the workshop, quality should obviously be the primary criterion for selecting those presentations.
- ◆ However, in order for a workshop to be productive, consider also having presentations on some new, controversial topics to spark discussion.
- ◆ For additional questions or clarification, or for your suggestions, please feel free to contact the UML 2003 Workshop Chair:

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